

***Amended 3 February 2005**

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

AIR TECHNICIAN VACANCY ANNOUNCEMENT #05-021A

**Facility Manager
F5566000 FC: 4400
GS-1640-09
\$45,485 - \$59,127 pa**

ANNOUNCEMENT DATE:

22 January 2005

***CLOSING DATE:**

8 March 2005

SELECTING OFFICIAL:

Supervisory Civil Engineer

APPOINTMENT FEATURES:

**Excepted Service
Enlisted Grade**

POSITION LOCATION:

146th Airlift Wing – Channel Islands ANG, CA

This position is located in the Base Civil Engineering activity. The primary purpose of this position is to provide maintenance and repair programs planning, financial planning and control, and facility requirements planning for assigned Real Property facilities. In addition the facility manager may be responsible for directing other programs to promote occupant comfort and safety.

***1. AREA OF CONSIDERATION:** Nationwide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Air National Guard.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

***3. MILITARY GRADE AVAILABLE:** ENLISTED GRADE E-5 THROUGH E-8. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE E-4 THROUGH E-7 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE

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MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Experience, education, or training which provided a knowledge of practices and procedures related to property management; general maintenance systems, materials requirements, and scheduling procedures.

b. **Specialized:** Must have 24 months specialized experience which provided a knowledge of general facility operations in fields such as carpentry, painting, electrical, plumbing, boiler plant operations, construction and maintenance of lawns, refrigeration and ventilation; experience in managing and controlling budgets, materials, manpower needs, contracts and procurements, and other viable resources; experience which demonstrates the ability to perform estimating and contracting procedures; experience which demonstrates the ability to deal with organization and agency representatives and various contract and supply vendors; experience in preparing and directing budget and funding requirements in support of minor construction, facility operations and maintenance programs; experience in facility management or managing real property operations that required the candidate to plan, manage, monitor, evaluate, and control the work sequences of job/tasks, and provide for the material and manpower needs at the activity; experience that requires a general knowledge of techniques used in the construction and maintenance field; experience in preparing and directing programs to support minor construction and facility maintenance and repair projects; experience in preparing and participating in presentations to federal, state and local officials in support of major construction operations and maintenance programs; and experience in position of responsibility that required the applicant to evaluate operations and locate areas that need improvement.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

c. **Substitution of Education:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position, i.e. Engineering, Architecture, Industrial Arts, Property Management, and Business Management/Administration.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

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- a. Knowledge of the capabilities, requirements and operating principles of various facility management fields.
- b. Ability to gather and organize data from various sources.
- c. Knowledge of estimating and contracting procedures.
- d. Skill in dealing with representatives of other agencies, contractors and suppliers in the private sector.
- e. Ability to make cost and budget analysis and project operating expenditures.
- f. Ability to organize, direct and coordinate the efforts of a wide variety of trades and crafts workers.
- g. Knowledge of maintenance and construction techniques.
- h. Ability to direct a comprehensive program of facility maintenance and repair.
- i. Ability to communicate effectively both orally and in writing.
- j. Ability to evaluate operations and isolate areas for improvement.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN AFSC 3EXXX.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE. VETERANS PREFERENCE DOES NOT APPLY.*

****ALL APPLICATIONS MUST BE SIGNED & DATED****

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THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER